The DAC Digest
February 8, 2017

📝 NOTES FROM THE DIRECTORS

ACCESS for ELLs Testing Interruptions
The ACCESS testing platform experienced a brief interruption this morning. We apologize for the interruptions this year, and will continue to work with WIDA and DRC to improve the testing platform. The test window will remain open until Thursday, 2/16, to ensure that all districts can complete testing.

1% Participation Cap Letter
Last week, DPI sent all District Superintendents, District Assessment Coordinators and Special Education Directors the second in a series of letters designed to provide further clarification around the 1% participation cap on the alternate assessment. Included in this letter was alternate assessment participation data by disability type for the past two years as reported at the time of testing. In response to ESSA, the DPI has provided additional clarification around the question 'who is a student with the most significant cognitive disability?' and encourage districts review IEPs to ensure that students still meet the criteria. DPI will be hosting a webinar on this topic next week, please see information below for more details.

Who are Students with the Most Significant Cognitive Disabilities Webinar
Please join us on **February 15 from 2-3pm** to discuss "*Who are Students with the Most Significant Cognitive Disabilities?*" DPI staff will discuss recent changes in ESSA around the 1% participation cap, who are students with the most significant cognitive disabilities, implications for standards and assessment as well as next steps for districts. Webinar information can be found below:
- From your computer, go to the GlobalMeet login page. Choose "Enter as a guest." Enter your name and email address (you do NOT need to "Register").
- Click "JOIN MEETING."
- Connect audio. The preferred option is to "Call My Phone;"however, you may also join from your phone at: 1-877-820-7831,*,972195#

~Viji
Viji Somasundaram, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

Forward Exam

- *NEW -* **Forward Exam DAC Pre Test Trainings**
  - We had great participation throughout the state during last week's Forward Exam DAC Pre Test Trainings. The training slides are now available on the Forward Exam Trainings webpage. A recorded version of the training will be posted on our website no later than 2/14.

- *NEW* - **New Resources Available on the Forward Exam Resources Webpage**
  - Sample [test times](#) and [test schedules](#)
  - 2017 [Multiple Student Upload File Layout](#)
  - [District and School Assessment Coordinator Guide](#)
  - [DAC Checklist](#)

- *REMINDER* - **Forward Exam Text Dependent Analysis (TDA) Sampler**
  - DPI has released a TDA sampler that includes samples of TDA test questions, stimulus passages, and student responses. The TDA sampler is now available on the [Forward Exam sample items webpage](#).

- *REMINDER* - **2018, 2019, 2020 Test Windows**
  - DPI, in collaboration with DRC, has determined the following test windows for upcoming years to make it easier for district scheduling. There dates are now available on our [calendar webpage.](#)
    - <u>2018</u>: March 19 – May 4
    - <u>2019</u>: March 18th – May 3
    - <u>2020:</u> March 23 – May 8

- *REMINDER - Online Technology Q & A Sessions -Registration links below!*
  - DRC will be hosting two more online technology Q & A sessions to ensure that districts are ready for the 2017 administration of the Forward Exam.
    - February 15, 1:00pm - 2:30pm [Register Here](#)
    - March 15, 1:00pm - 2:30pm [Register Here](#)
  - Reminder - A DTC training was held in October 2016. Please make sure you have reviewed the training before registering for the Q & A. The recorded version is available on our [website.](#)

- *REMINDER - Student Information System (SIS) and Student Data Updates*
  - In order to make uploading accommodations easier for districts, DPI and DRC have developed the following timeline:

February 2	DPI created a student demographic data file from data submitted by districts through WISEdata.
February 6 - February 17	DRC prepares downloadable files for each district. Files will be delivered through eDIRECT in multiple student upload (MSU) layout and can be edited to add accommodations and correct demographic data errors.

February 20 - March 5	Window for districts to upload student accommodations (and any other student info changes) to eDIRECT via MSU. ● Users can upload an unlimited number of files. Files are processed in the order they are received. New files will overwrite older files. ● Once the file is uploaded and accepted, users will be able to see the updated student information in eDIRECT. ● If a user includes accommodations that don't apply to the content area/grade level, those will be ignored and will not cause the file to be rejected. ● During this time, users will not be able to create or edit test sessions.
March 6 - March 10	DRC will assign test sessions during this time. Test setup functions in eDIRECT will be unavailable to districts.
March 13 - May 5	Field can access test setup. ● Test sessions can be accessed and modified, if needed/desired. ● Students can be transferred among districts. ● Any changes to accommodations must be made via the eDIRECT user interface (UI). (Accommodations changes cannot be made via the MSU file **after** March 5) ● Districts/schools are responsible for adding new students to 'test sessions for new students' added via the UI. DRC will automatically add students to test sessions if the students are added via the MSU.

ACT HIGH SCHOOL ASSESSMENTS

ACT with writing and ACT WorkKeys
- *NEW - Emergency and Inclement Weather Plan*
  - The emergency and inclement weather plan is now posted to the ACT WI webpage under "Manual and Supplements".

- *NEW - Materials Arriving in Schools This Week and Next*
  - Secure and nonsecure test materials arrive in schools this week or next depending on the ship date selected by the test coordinator in PANext.
  - For schools who chose week of Feb 6 to receive materials: as of today, WorkKeys orders have shipped. ACT orders will ship tonight and tomorrow via expedited mail to arrive by Friday. Once materials ship, you should be able to see the tracking number in PANext under Orders & Shipment Tracking.
  - If your student enrollment count increases significantly, so that the standard 5% overage of standard time materials will not suffice to test all students, you may submit an additional order request. Barcode labels will not be created for these additional orders.
  - ACT will automatically submit an additional order for your school if a student with a TAA PIN is transferred from another Wisconsin school into your school, or if a late accommodation request is approved and a TAA PIN is added to a student record. You will need to add the student to PANext. Refer to the guide Using PearsonAccess[next] for the ACT® Test (pages 12-13) for instructions.

- *NEW - If A Student Does Not Test*
  - Refer to the [ACT DPI FAQs](#) for guidance about accountability and testing of students in various situations.
  - If a student is enrolled at your school but does not take the ACT, leave the student in PearsonAccessNext.
  - After testing is complete,Test Coordinators complete ACT State Use Question #5 and WorkKeys State Use Question #1 in PearsonAccessNext for examinees that **did not test.**

- *NEW - Ordering for Make-Up Testing*
  - Mar 1 - 3: Ordering window for make-up testing
  - Mar 22-31: Ordering window for emergency test date (requires DPI approval)

- *REMINDER - 11th Grade Students Taking DLM*
  - If an 11th grader is taking the alternate assessment (DLM), leave the student information in PearsonAccessNext.
  - After testing is complete,Test Coordinators complete ACT State Use Question #5 and WorkKeys State Use Question #1 in PearsonAccessNext for examinees that **did not test.**

- *REMINDER - Window for Accommodations Late Consideration is Now Open*
  - Applicable only to newly enrolled students, newly classified juniors, newly identified disabilities, previously approved ACT accommodations, medical emergencies or sudden onset of a medical condition.
  - See ACT Approved Accommodations [Late Consideration Form](#)
  - ACT will automatically submit an additional order for your school if a student with a TAA PIN is transferred from another Wisconsin school into your school, or if a late accommodation request is approved and a TAA PIN is added to a student record.

Aspire Early High School
- *NEW - Student Data Timeline*

March 7	**Deadline for school districts to make sure local student information system (SIS) is up-to-date** and that data from their SIS are being regularly "pushed" through WISEdata to the DPI data warehouse.
March 8	DPI pulls 9th and 10th grade student data from WISEdata and uploads to ACT Aspire portal.
March 14-24	Test coordinators confirm student data files and makes updates as necessary, enter Personal Needs Profiles (PNPs), and create paper test sessions for students using braille, large print, or ASL.
March 14 - April 14	Test coordinators set up online test sessions.
See [Schedule of Events](#) and [Checklist of Success](#) for full Aspire calendar.	

- *NEW - Manuals Posted*
  - The following manuals have been updated on the [Wisconsin Aspire Avocet site](#). We will update the DPI Aspire webpages soon.
    - [Accessibility Users' Guide](#)
    - [ACT Aspire Portal User Guide](#)

- - - - ■ Room Supervisor Manual (CBT)
      - ■ Room Supervisor Manual (PBT)
      - ■ Technical Readiness Manual
      - ■ Test Coordinator Manual

  - *REMINDER - TestNav 8.8 Upgrade*
    - ○ TestNav is the platform used for the Aspire Early High School assessment, which is computer-based.
    - ○ As of 1/27, TestNav has been upgraded to version 8.8. Schools will need to use version 8.8 for spring statewide Aspire testing.
    - ○ See the TestNav 8 Online Support page for details on upgrading to 8.8.
    - ○ **If your Technology Coordinator has not updated the TestNav app since last Spring (2016) then they will need to completely uninstall the previous version and reinstall to this most recent version of TestNav 8.8.** If they have completed the upgrade in mid-summer then they would not need to uninstall and reinstall; the system upgrades to 8.8 automatically upon initial start-up of the TestNav application

  - *REMINDER - Technology Readiness Webinar*
    - ○ Please encourage test coordinators and technology coordinators to register for the Aspire Technology Readiness Webinar on Feb 22, 2pm. Register here.
    - ○ The Aspire Test Administration Webinar will be on Mar 30 at 10am.

ACCESS for ELLs

- **Test Window Extension**
  - ○ The test window has been extended to 2/16 in order to support districts that need more time to complete testing due to system outages that were beyond their control.
  - ○ The extra time is for completing testing, so districts should not test new students and will not be able to order additional materials during the extension.
- **UPCOMING DEADLINES**
  - ○ **2/16/2017** - Last day of testing
  - ○ **2/17/2017** - All materials due back at DRC
    - ■ Please ship materials as soon as you have completed testing.
  - ○ **3/7/2017-3/15/2017**
    - ■ Pre-Reporting Data Validation in WIDA AMS
    - ■ Webinar on 3/7, link here.

Dynamic Learning Maps (DLM)

- **NEW**- There will be a webinar held on February 15 from 2-3pm entitled "*Who are Students with the Most Significant Cognitive Disabilities*?" Please see the *Notes from the Directors* section for specific details.

- *REMINDER-* DPI has created checklists for Test Administrators and District Test Coordinators with the required steps for the DLM assessment. We hope that you find these new tools helpful.

- *REMINDER-* **DLM Uploads-Users, Enrollments, and Rosters**
  - ○ Districts should be uploading new users, enrollments (student data) and creating rosters. The Data Management Manual describes these processes. DLM has also created short tutorial videos found by topic on the District Staff Training Resource page.

- **Users**-All test administrators must have an Educator Portal account and assigned the role of 'teacher.' This is the only role that will enroll test administrators into Moodle and provide test tickets once the window opens.
- **Enrollment-** Districts are required to load DLM student information into Educator Portal through either the manual process or by using the Enrollment Template found on the DLM Website**.**
- **Rosters-** Districts must create rosters for each test administrator and for each content area assessed by that teacher. As a reminder, DLM assesses ELA and Math in grades 3-11, Science in grades 4 and 8-11 and Social Studies in grades 4, 8 and 10.
    - Rosters connect test administrators to students.Test administrators will not be able to access the Accessibility Profile or the First Contact Survey until they have been rostered to a student.
    - Students can only be placed on one roster per content area.

- *REMINDER*- **Districts with Students Attending State Schools, Lakeland School of Walworth County, or Syble Hopp Elementary and Secondary School of Brown County**
    - With the transition to WISEdata, these schools are now responsible for all DLM enrollment uploads**. Districts with students attending these schools, should work with these providers to ensure they have all of the relevant information for the DLM uploads.**

- *REMINDER*- **Required Test Administration Training- Moodle Accounts-** There have been many recent questions about Moodle accounts, we are including these reminders from September. Please remember to gain access to Moodle *prior* to attending a regional training as well as open the certificate of completion once training has been completed.
    - Test administrators are automatically assigned a Moodle account if they are assigned the 'teacher' role in educator portal. Test administrators do not receive an activation email for Moodle. Test Administrators should refer to the Guide to DLM Required Test Administrator Training.
        - **New Test Administrators-** Test administrators who have not completed any DLM training must complete the new user training and pass the quiz. These modules take about 2.5 hours to complete.
        - **Returning Test Administrators-** Test administrators who have previously completed the required training, must complete the refresher training, including science, and pass the quiz. These modules take about 45 minutes to complete.
        - **Facilitators**- All DACs have been loaded in Moodle as a 'Facilitator'. This allows you access to the facilitated version of the new test administrator trainings, please see the Facilitator Guide to DLM Required Test Administrator Training for more information. Those with the District Test Coordinator role in Educator Portal, can request additional facilitators to be loaded into Moodle by emailing Kristen Burton.

National Assessment of Educational Progress (NAEP) *Selected Schools Only*

- *REMINDER* - **The NAEP test window is now open!**
    - Angela Dugas, the NAEP State Coordinator, will be observing NAEP testing around the state during the test window. She will contact NAEP School Coordinators, Principals, and DACs in advance of the observation. The observations are a NAEP quality assurance task; observations are of the NAEP procedures and protocols only, and not of students or schools.

DAC DIGEST DIGESTIBLES

Important Dates to Remember

February	1-28: NAEP assessment window (Jan 30 - Mar 10)	NAEP
	3: Last day to order Additional Materials	ACCESS
	10: Test window closes; Return all materials	ACCESS
	Week of 2/6 or 2/13: Test coordinator receives initial shipment of nonsecure and secure materials depending on dates selected in PearsonAccessNext.	ACT/WK
	13-27: Window for schools to conduct pretest sessions for ACT and conduct room supervisor and proctor training.	ACT/WK
	17: Deadline for all materials to be received by DRC	ACCESS
	22: Deadline to submit additional orders for test materials	ACT/WK
	22: Aspire Technology Readiness Training Webinar, 2pm Register here	Aspire
	24: Deadline to complete required test administration training and security agreement before spring window before spring window	DLM
	24: Deadline to mark 'Braille' in student PNP for spring window	DLM
	24: Deadline to submit accommodations late consideration requests	ACT
	28: Initial test date for ACT	ACT
	28 - Mar 14: ACT accommodations testing window	ACT
March	1: Initial test date for WorkKeys	WK
	2: Test coordinator returns all initial test date materials via prescheduled FedEx pick up.	ACT/WK
	1-3: Window to submit make-up order	ACT/WK
	1-15: WorkKeys accommodations testing window	WK
	7: Deadline for school districts to make sure local student information system (SIS) is up-to-date and that data from their SIS are being regularly "pushed" through WISEdata to the DPI data warehouse.	Aspire
	7: Pre-Reporting Data Validation Window Opens	ACCESS
	8: DPI pulls 9th and 10th grade student data from WISEdata and uploads to ACT Aspire portal.	Aspire
	13-20: Window for schools to conduct pretest sessions for ACT make up date.	ACT
	14-24: Test coordinators confirm student data files and makes updates as necessary, enter Personal Needs Profiles (PNPs), and create paper test sessions for students using braille, large print, or ASL.	Aspire
	14 - April 14: Test coordinators set up online test sessions.	Aspire
	15: Pre-Reporting Data Validation Window Closes	ACCESS
	16: Test coordinator returns all accommodations test materials via prescheduled FedEx pick up.	ACT/WK
	21: ACT make-up test date	ACT
	20: Forward and DLM test window opens	Forward/DLM
	22: WorkKeys make-up test date	WK
	23: Test coordinator returns all make-up test materials via prescheduled FedEx pick up.	ACT/WK

Important Tasks to Remember	
❏ Review DAC Guide ❏ Review Accessibility Guide and Training	Forward
❏ Share TestNav upgrade information with technology coordinators. ❏ Notify data coordinators about March 7 deadline to have SIS up to date for DPI to load student data into Aspire portal. ❏ Encourage Technology Coordinators to register for Aspire Technology Readiness Webinar. ❏ Open shipping boxes and ensure correct ACT and WK test materials were received. ❏ Submit additional orders for test materials. ❏ Conduct pretest sessions for ACT and conduct room supervisor and proctor training.	ACT High School Assessments
❏ Ship back full boxes of completed test materials ❏ Review Data Validation modules ❏ Plan for Data Validation March 7-15	ACCESS
❏ Update secure browser for DLM KITE Client ❏ Add new users to Educator Portal ❏ Encourage test administrators to complete the required test administrator training as early as possible ❏ Print and distribute DLM Individual Student Reports (ISRs)	DLM
❏ Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ	Reading Readiness

Online Resource Highlights*		
As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.		
Resource	**Description**	**Assessment**
Accessibility Guide	Provides information for classroom teachers, English development educators, special education teachers, and related services personnel to use in selecting and administering universal tools, designated supports, and accommodations for students who need them.	Forward
DTC Training	Recorded District Technology Coordinator Training	Forward
District and Assessment Coordinator Guide	This guide provides District and School Assessment Coordinators in preparing for the Spring 2017 Forward Exam	Forward
Preparing for the ACT Test Taken Online	Link to online ACT practice test	ACT/WorkKeys
Ordering Additional Materials Guide	See email from ACT sent to test coordinators on 1/30 for more details on placing additional orders.	
Accommodations Late Consideration Form	Form to submit late consideration for ACT approved accommodations	
Emergency and Inclement Weather Plan	**ACT and WorkKeys Inclement Weather Plan**	
Slides from Test Administration Training Webinar #2	**Slides from Test Administration Training Webinar #2 are now posted. Recording is coming soon and will be posted to the DPI and ACT WI websites' training sections.**	
TestNav 8 Online Support page	Information on upgrading TestNav to 8.8	Aspire
ACCESS for ELLs Calendar	Provides an overview of relevant 2016-17 dates	ACCESS
WIDA Resources	Revamped training and manuals for 2016-17	

[DLM Data & Results resources](#)	A sample parent letter for distribution with ISRs A one-page guide to downloading ISR reports	DLM
[OSA Office Hours Webinar](#) - **11/3 recording now posted**	The DAC Resources and Trainings page will house our recorded webinar, as well as the accompanying PPT	General
[Report Card Resources](#)	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA